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24 May 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Cost of Administering the Agency Insurance Program and the Casualty Affairs Activities

REFERENCE : Memorandum for DD/S from General Counsel, dated 28 April 1955, subject: Purchase of Office Machines for Use by GEHA

1. The activities, workloads and security implications involved in the administration of the Agency insurance program and the activities concerned with casualty affairs justify the organization and staffing of an element at divisions level in the Office of Personnel to perform these functions. Two branch elements are indicated because of the dissimilarity of the insurance and casualty activities.

2. *****

3. *****

4. *****

5. In view of the foregoing, it is recommended that the Agency continue to provide the necessary administrative support to its insurance program and its casualty affairs, including the personnel, space and equipment required for an effective and efficient operation.

(signed)

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Chief, Management Staff

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